

**United States Bankruptcy Court
Central District of California**



**TRUSTEE
BULK DOWNLOAD
PROCEDURES**

May 2005

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TRUSTEE BULK DOWNLOAD PROCEDURES

A. Introduction

Since the inception of *eFile*, the U. S. Trustee and panel trustees have had the ability to download electronically filed petitions from the Internet. During this time, the Clerk's Office provided paper copies of traditionally filed (paper) petitions.

Beginning May 23, 2005, the U. S. Trustee and panel trustees can log onto the Court's web site and access the *eFile* system to view, download, and print electronic images of petitions and schedules for **all cases** (both electronically filed and paper filed) assigned to them. The documents will be deleted from the Court's web site after 60 days.

There will be a 90-day transition period to allow the U. S. Trustee and panel trustees sufficient time to become acclimated to the new procedure. During this transition period, the Clerk's Office will continue to provide paper copies of traditionally filed (paper) petitions. Thereafter, the Court will discontinue providing paper copies; and trustees will be required to download each day's filings over the Internet to obtain copies of chapter 7 petitions assigned to them.

B. Benefits of Downloading New Filings Over the Internet

The ability to access and download new filings from the Court's web site will allow the trustees more flexibility. They can access the filings and review them on an "as needed" basis or assign someone on their respective staffs the responsibility to download and print them. Access is as fast as the trustee's Internet connection, and there are no added fees for downloading the documents over the Internet. Other significant benefits include the following:

- It is easy to use.
- It eliminates the cost of handling and mailing paper copies.
- Copies of petitions and schedules can be made instantly from an office or home computer.
- The amount of paper handling and the necessary storage space are greatly reduced.
- Secure storage of documents (so copies are not misplaced).
- Electronic images are available on the Court's web site for 60 days.

NOTE: Electronically filed petitions are available for download the next business day. Manually filed petitions, including manually filed schedules and statements, are available for download within three business days from the date of the filing.

C. Technical Requirements

The following equipment is needed to download electronic images over the Internet:

- A personal computer with at least 128 MB of RAM.
- An Internet connection, using at a minimum, a 56K modem. (A DSL, cable, or T1 Internet connection is recommended.)
- A Portable Document Format (PDF) reader to read electronic images. The reader software is free from Adobe Acrobat.
- An unzip files utilities software to unzip PDF files. Windows XP has a built-in file extraction wizard that may be used to unzip the files.

D. Before You Begin

It is **required** that each day's filings be downloaded before 9:00 a.m. or after 4:00 p.m., Monday through Friday, to minimize the amount of Internet traffic to the Court's *eFile* site during regular business hours.

The electronic images will be saved in a PDF file. A separate PDF file will be created for each petition. PDF files will be zipped (compressed) to reduce the file size. This will reduce the download time.

Petitions that are filed on the same date will be grouped together in one folder by file date. Each folder will contain a **summary text file** for use by the trustee's case management company, if applicable. A **legend html file** is also included in the folder for use by the trustee. See Section F, "Sample Report Legend," on page 6.

E. Downloading Electronic Images

1. Accessing Petitions

- a. From your web browser, go to the Court's web site, <www.cacb.uscourts.gov>.
- b. From the menu on the left side, select **Electronic Services → eFile**.
- c. Click on **User Log In** to log into *eFile*.

- d. Click on **Document History**. (See Figure 1 below.)

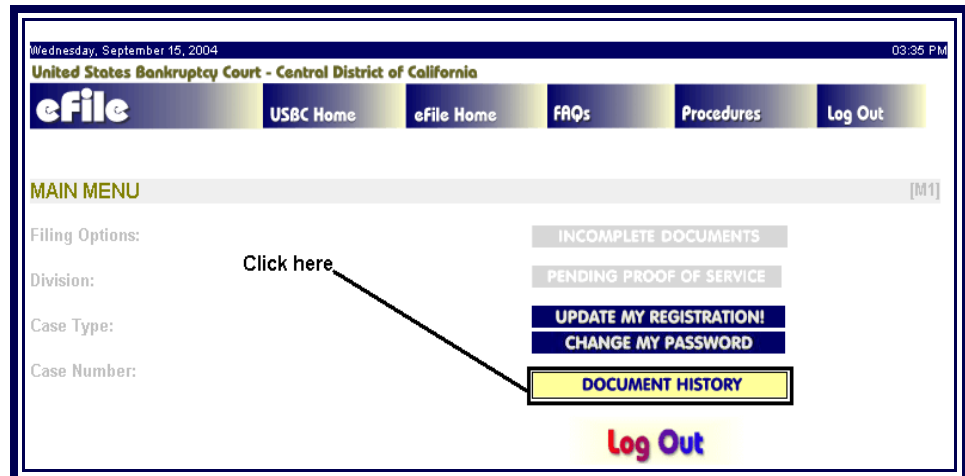


Figure 1

- e. A list of petitions file dates will appear on the screen. Select a **date**, and click on it. (See Figure 2 below.)

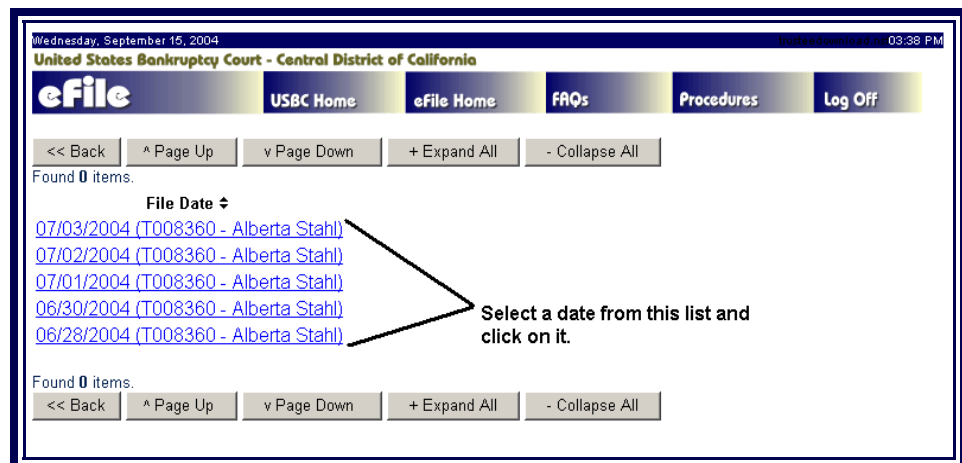


Figure 2

- f. A file download dialog box will open. Select either **Open** to view and print the files or **Save** to store the files on your computer. (See Figure 3 below.)

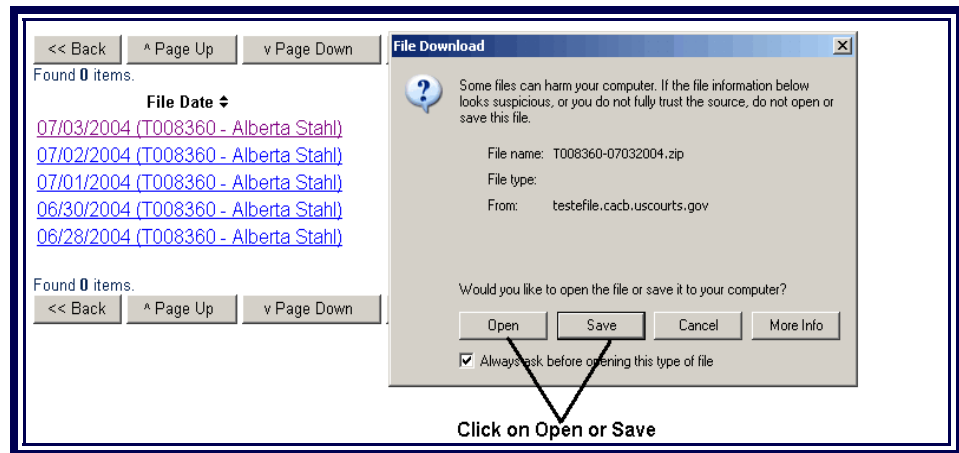


Figure 3

2. Downloading Petitions and Schedules

- a. Once you have selected either **Open** or **Save**, you can begin to download the files. A dialog box will appear to let you know that the download is complete. (See Figure 4 below.)

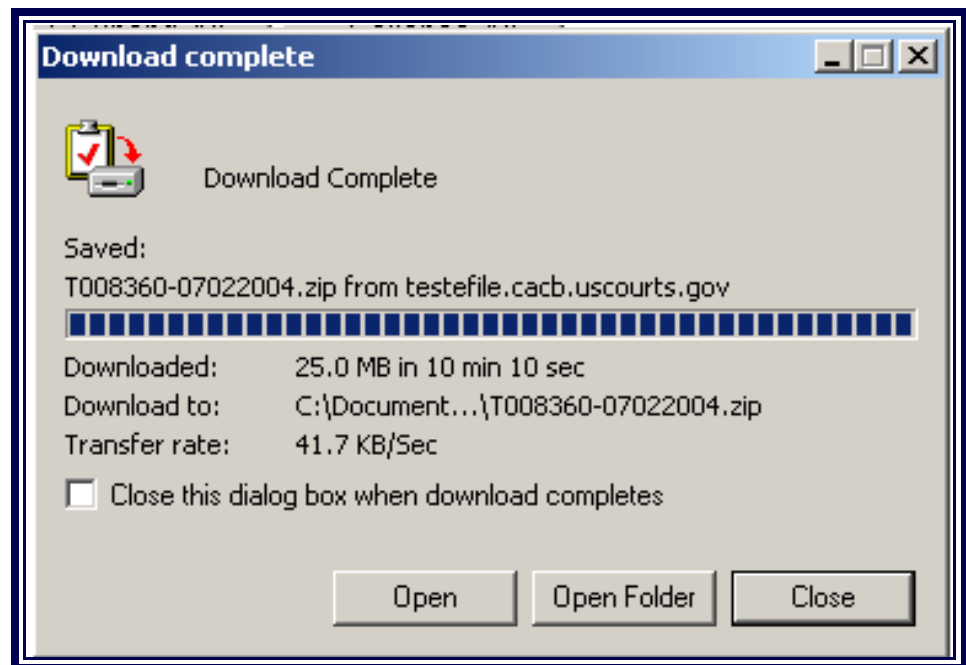


Figure 4

- b. Use an unzip file utilities software to unzip the PDF files.

- c. Once unzipped, click on the **folder** to view the documents.

NOTE: Petitions will be listed in descending order by case number.

- d. Click on the **filename** (case number) to open the file. A PDF reader is needed to view the file.

3. Managing Your PDF Files

- a. Once the file is downloaded, you can unzip the file into a file structure as defined in the zip file; or, you can override the file structure and unzip it into your own file structure for easy management.
- b. Once you have chosen a file structure, you have the ability to save your files onto your hard drive or a diskette. You can also create folders for a specific date and chapter which can then be populated by dragging and dropping a petition into a folder.
- c. You may save specific dates onto a cd or diskette so they do not take up space on your hard drive. This also allows you to view petitions from any computer whether at work or at home.

F. Sample Report Legend

The legend is a table listing case information (case number, debtor name, method of filing, and status) for all the petitions included in the folder along with a PDF link to each petition. The “Status” column refers to whether or not the petition was a complete filing, an incomplete filing, or cured (an incomplete petition for which the missing documents have now been filed). All incomplete petitions for which the required documents are filed at a later date will be included not only in the batch of current date filings, but also in the filings for the date the balance of the petition documents are filed.

Case Number	Debtor Name	Method of Filing	Status	PDF Link
04-24458	LINTON, BENTLY A	NON-EFILE	Cured	Click Here
04-24507	STANTON, KEVIN JEFFERY	NON-EFILE	Incomplete	Click Here
04-24567	OCHOA, GUILLERMO	NON-EFILE	Complete	Click Here
04-24568	ZARATE AISPURO, ESTELA	NON-EFILE	Complete	Click Here
04-24577	PETTIES, XYTRINKA S	NON-EFILE	Complete	Click Here
04-24578	AGUILAR, ALEJANDRO	NON-EFILE	Complete	Click Here
04-24587	DOMINGUEZ, AIDA	NON-EFILE	Complete	Click Here
04-24588	CRUZ, JOSE BENJAMIN	NON-EFILE	Complete	Click Here
04-24597	STATES, FREDERIC R	EFILE	Incomplete	Click Here
04-24598	CASAS, ENRIQUE RODRIGUEZ	NON-EFILE	Complete	Click Here
04-24607	GONZALEZ, LUISA DEL CARMEN	NON-EFILE	Complete	Click Here
04-24608	AREVALO, AGNES P	NON-EFILE	Complete	Click Here
04-24617	HOLDEN, ESTELLE E	NON-EFILE	Complete	Click Here
04-24618	MOORE, CANDIS LATRICE	NON-EFILE	Complete	Click Here

G. Frequently Asked Questions

1. How long will the Court maintain the files?

All petition files are available for download from the *eFile* **DOCUMENT HISTORY** section for 60 calendar days.

2. What are the advantages of downloading and printing versus the old method for obtaining manual petitions from the Intake Section?

The trustee is able to obtain copies of **both** electronic and manual petitions electronically thus eliminating the need to reconcile manual petitions with electronic petitions. The trustee can then save the petitions wherever he/she chooses. The trustee can decide whether or not he/she needs to print hard copies of the petition.

3. How long does it take to download files?

An approximate time is four minutes for 20 megabytes (which holds approximately 10 normal size petitions); however, this depends greatly on the user's connection to the Internet. The larger the file, the longer it will take to download it completely.

4. Are documents available for download the same day the documents are filed with the Court?

Electronically filed petitions are available for download on the next business day. Manually filed petitions, as well as manually filed schedules, statements, or plans, are available for download within three business days from the date of filing.

5. Is there a preferred time of the day when the trustee should log in to download files?

It is **required** that the files be downloaded from *eFile* prior to 9:00 a.m. or after 4:00 p.m., Monday through Friday, to minimize the amount of internet traffic to the *eFile* site during normal hours of operation.

6. Can multiple files be downloaded at once?

Yes. Multiple files can be downloaded at the same time.

7. Is there an alternate method for obtaining files?

Yes. You may obtain your assigned petitions by logging in and clicking on **DOCUMENT HISTORY**. All petitions are retained under your Document History for 60 calendar days.